



e-Portfolios

Digication training objective

The objective is to learn the tools and features of Digication and gain the essential skills to use Digication to develop an electronic portfolio.

What you can expect to learn from this class

- Logging into Digication
- Creating and delete Digication e-Portfolio
- Choosing templates
- Reviewing user profile settings
- Reviewing portfolio access permissions
- Creating portfolio sections, pages, and modules
- Adding content to your portfolio using modules
- Adding comments and conversations
- Customizing directory icon, header image and page background
- Previewing and publishing your portfolio

Benefits of an e-Portfolio

- Showcase your best works
- Progress assessment
- Job search; present to employers
- Share with family and friends

Access:

<http://usfca.digication.com> or via myUSF > Learning Technologies tab

Self-enroll for an account:

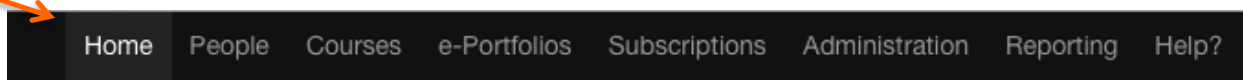
Now you can self-register for an account by logging into <http://usfca.digication.com>. Simply provide your full name and username to setup your account.


Electronic Portfolios

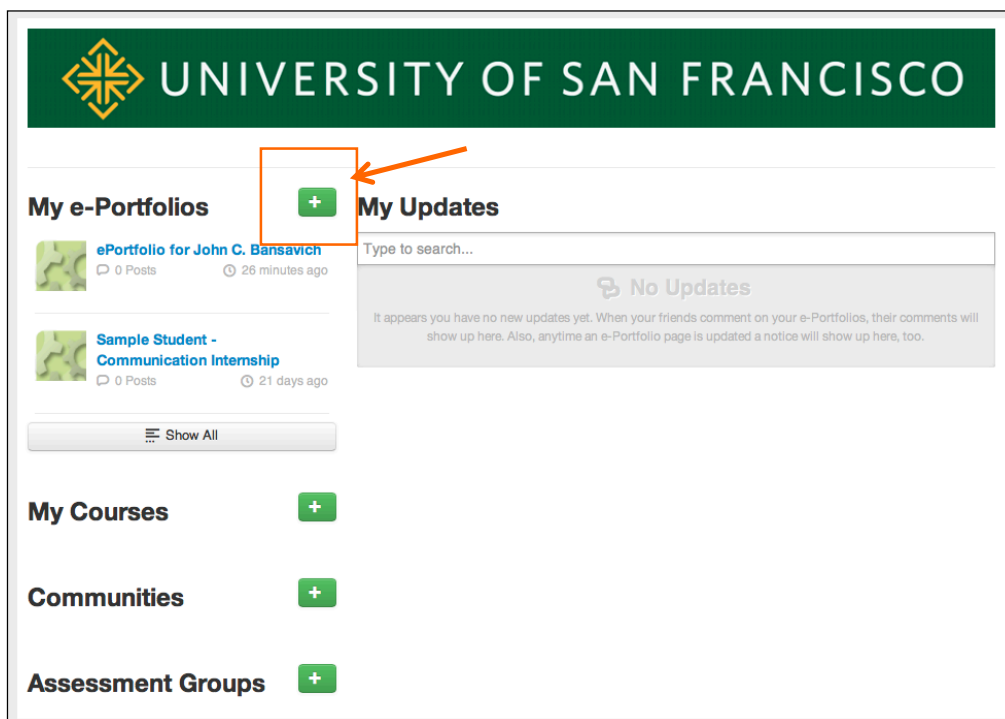
Digication is an e-Portfolio tool for showcasing student work and achievements. Digication makes it easy for teachers and students to share ePortfolios.

I. Create, Setup and Permissions

1. Log to <http://usfca.digication.com> and click **Login**. Authenticate with your myUSF username and password.
2. After logging-in, you will be taken to the **Home** tab where you can see all your own portfolios, create new portfolios or manage your portfolios.



3. If you choose the **e-Portfolios** tab, then you can see all portfolios, or search **By Person**, or **By Course**.
4. To create a new portfolio, click the  **Create** button next to the My e-Portfolios section.



5. Add a descriptive **title**. (Your e-Portfolio title will show up at the top of your e-Portfolio. We recommend you to use your first and last name.)
6. A **URL** for your portfolio is generated based upon the title that you added.

7. Choose a **Template**.

Create An e-Portfolio

Title of your e-Portfolio
 This is the title of your new e-Portfolio. Your e-Portfolio title will show up at the top of your e-Portfolio.
 Mary Joe

e-Portfolio Web Address
 https://usfca.digication.com/mary_joe [Edit](#)

Choose A Template

Create from Scratch
 SONHP ePortfolio Template Gold Background
 CNL e-portfolio
 USF Silver Template
 Public Service and Community Engagement Minor

[More Templates ->](#)

- To use templates with the **University of San Francisco branding**, click **More Templates** and choose **University of San Francisco Templates**.
- Select desired template and click the **Select** button to finish. (Choose your course template if it's available.)

Choose A Template

Create from Scratch
 SONHP ePortfolio Template Gold Background
 CNL e-portfolio
 USF Silver Template
 Public Service and Community Engagement Minor

All Templates Categories My Courses

Search...

Basic

University of San Francisco Templates

CNL e-portfolio
 Communication Studies
 Internship ePortfolio
 Public Service and Community Engagement Minor
 SONHP ePortfolio Template
 SONHP ePortfolio Template Gold Background
 USF Campus Template
 USF Silver Template

Select

USF Campus Template

(Click to preview in new window→)

Close

Permissions

To control who can view and edit your portfolio, choose from the three options:

1. **Private to me:** viewable only by you.
2. **Private within University of San Francisco:** viewable by users at University of San Francisco.

IMPORTANT:

If you choose this second option, you **MUST** continue to click the **Custom Permissions** link and enter the user's name you allow to access your portfolio. **The person you are sharing must have a Digication account and have to login. You can assign different ROLE to him/her as followings:**

- **Viewer:** can view your e-Portfolio
- **Editor:** can edit your e-Portfolio but not publish
- **Publisher:** can edit and publish your e-Portfolio
- **Admin:** can edit e-Portfolio settings including adding and removing users edit and publish your e-Portfolio.

Additional permissions	Role	Delete
<input type="text" value="yoshiok"/> Ken Yoshioka (Yoshioka) Eile Yoshioka@usfca.edu	Admin	Remove

Viewer: can view your e-Portfolio

Permissions

Private to me Only viewable by you
 Private within University of San Francisco Only viewable by users at University of San Francisco
 Public Viewable by anyone and searchable by google and other search engines.

[Custom Permissions →](#)

Show e-Portfolio in directory Your e-Portfolio will appear in a list of searchable e-Portfolios at your school. Only those with the appropriate permission level will see your e-Portfolio in the Directory. [More...](#)

Additional permissions	Role	Delete
<input type="text" value="Search for User, Group, or Course"/>		
Eileen Lai (laie)	Admin	Remove
Ken Yoshioka (Yoshioka)	Viewer	Remove

3. **Public:** viewable by anyone and searchable by Google and other search engines. (Select this option to share your portfolio with people outside USF such as employers.)

Tagging

Tags are keywords that you or others who have access to your e-Portfolio can assign to the e-Portfolio pages. Tags make it easier to find individual pages of the portfolio in searches. You can turn tagging on or off at any time.

Comments

Choose a comment option, and how you want to show comments.

Conversations

Highlight portions of your text and start a conversation. Check the box **“Yes, Enable Conversations”** to enable this feature.

[Create New e-Portfolio](#)

Finish Creating your e-Portfolio

When you are done with configuring all items, click **Create new e-Portfolio** button.

II. Start editing after setup

The tabs at the top left on the page let you switch among editing and viewing modes.

The screenshot shows the University of San Francisco e-Portfolio editing interface. At the top, there are navigation tabs for 'Home | People | Courses | e-Portfolios | Subscriptions | Administration | Reports' and a user greeting 'Welcome, Eileen | Logout | More'. Below this, there are tabs for 'Edit', 'Preview', and 'Published', along with a 'Portfolio Tools' dropdown. The main content area displays the 'Personal Mission' section with a list of modules: 'Personal Mission', 'Portfolio', 'Original Content', 'Resume', and 'Contact'. A 'View Pages' section shows 'Personal Mission' and 'About Me'. A 'View Sections' section shows 'Add/Edit'. A 'View Pages' section shows 'Add/Edit'. A 'Rich Text' module is highlighted, showing a preview of text with a green header 'All About E-Portfolios' and a description of the software. A 'Display a menu' button is visible at the bottom left.

- **Edit:** When you log in and view your portfolio, you first see it in Edit Mode. Edit Mode (the Edit tab) displays all your **editing options** for adding Sections, Pages and Modules.
- **Preview:** Click the Preview tab to **preview your draft changes** before you publish them to ensure that they are what you want.
- **Published:** Click the Published tab to display the published version of your portfolio – **what your e-Portfolio visitors see**. It does not display anything saved as a draft.

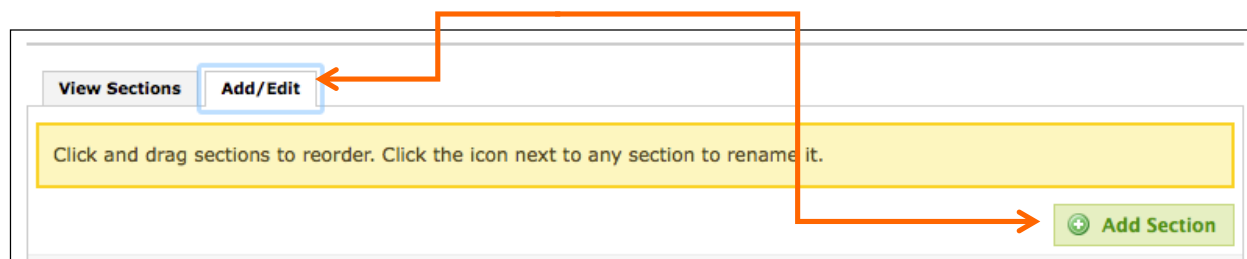


Step I. Creating a Section

Before adding content to your e-Portfolio, plan the structure of it. Also, remember that you can create more than one e-Portfolio with your account, so you do not need to fit all your projects or content into one e-Portfolio.

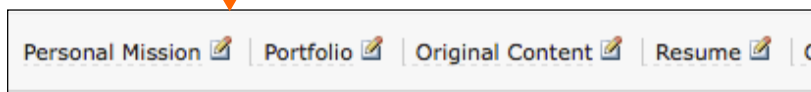
What sections would best represent the work, information, topics, or achievements that you will present in your e-Portfolio? Within each section, what pages will you need to organize your content? You can modify these sections and pages later, but you need an initial structure to get started.

Adding and Editing Sections



1. To add a section, make sure you are viewing your e-Portfolio in **Edit Mode**.
2. Then click the **Add/Edit** tab and click **Add Section**.
3. Enter **Section name** and click **Save**.
4. To **reorder sections**, simply *drag and drop* a section left or right to a new position.

- To **rename sections**, click the  **Edit** icon next to the section name, replace and click **Save**.



Step II. Creating Pages

Click and drag pages to reorder. Click the icon next to any pages to rename it. Pages in italics are hidden from your viewers.

Add Page

Rich Text


This module provides a rich text area that can contain formatted text and display links, files, and images inline.

Add This Module

Add e-Portfolio pages

- Make sure the **Edit** tab is highlighted.
- In the **View Sections** area, click the section to which you want to add pages. (In the above example, the section **Portfolio** was selected.)
- Click the **Add/Edit** tab next to View pages.
- To add a new page, click the **Add Page** button at the right.
- Enter the page name, and click the **Save** button.

Portfolio


Educational 


Page name:
Educational

Show Advanced

Save Cancel

Delete this page

Professional 

Personal 

Change page name

1. From **Add/Edit** tab, click the **Edit** icon.
2. Click **Save** when you are finished.

Delete a page

1. From **Add/Edit** tab, click the **Edit** icon.
2. Click the red '**Delete this Page**' link.

Step III. Creating Modules

To add and edit content within your e-Portfolio, you must be in **Edit mode**. Select a section and a page within your e-Portfolio for which you want to add or edit content. The basic building block of structuring a page is a **Module**. Modules define what kind of content can be added and also the layout of this content within the page. You can add multiple modules to a page for flexibility in how you customize the presentation of your work.

There are several types of Modules from which you can choose to build your page:

Image/Video/Audio Module

The Image/Video/Audio module enables you to display a single large piece of media, such as a movie, image, or an audio file.

Rich Text Module

The Rich Text module provides a rich text area that can contain formatted text and display links, files, and images in-line.

Gallery Module

The Gallery module gives you the flexibility of presenting **multiple images** on a page, using thumbnails or simple numbering across the page to link to large images. Each image has a rich text caption field as well. You are advised to prep your images and crop them appropriately before you upload.

Contact Form Module

For added security and to avoid unsolicited e-mails, the Contact Form module enables you to be contacted through your e-Portfolio by email without publishing your email address.

You can choose multiple modules for each page you create. The variety of layouts enable you to choose ones that will best present your work.

Add a new Module to a Page

1. Click to **Add A Module**.
2. Select a module type, and click **Add This Module**.
3. **Note:** You can have more than one module in your page.

The screenshot displays the ePortfolio interface for the University of San Francisco. At the top, there are tabs for 'Edit', 'Preview', and 'Published', along with a 'Portfolio Tools' dropdown menu. The main header features the university's logo and name. Below this, the user's name 'eltest' is shown, along with a 'site map' link and a notification icon with the number '0'. A navigation bar includes 'View Sections' and 'Add/Edit' buttons, and a menu with 'Personal Mission', 'Portfolio' (highlighted), 'Original Content', 'Resume', and 'Contact'. Another navigation bar shows 'View Pages' and 'Add/Edit' buttons, with a 'Portfolio' section containing 'Educational' (highlighted), 'Professional', and 'Personal' options. A central menu lists module types: 'Basic', 'Image/Video/Audio', 'Rich Text' (highlighted), 'Gallery', 'Contact Form', 'Equation', 'Google', and 'Social'. To the right, a 'Rich Text' module is displayed, featuring a preview of a page titled 'All About E-Portfolios' with text and an image. Below the preview, a description states: 'This module provides a rich text area that can contain formatted text and display links, files, and images inline.' At the bottom right of the module, there is an 'Add This Module' button.

Module Options

After you finish adding a Module of any text or media type by clicking **Save**, several buttons and tabs are available as options.

These buttons are at the top of the page:

- **Add A Module:** Add another module to the current page.
- **Publish All:** Publish any saved media or text modules to your e-Portfolio. This is especially helpful when there are multiple modules on a page.

These tabs are in a row below the buttons:

- **View Media or View Text:** Display your saved but not published module content.
- **Edit:** Add and edit module content.
- **Publish:** Publish a specific module within your e-Portfolio.
- **Delete:** Erase the module from the page.
- **Drag to reorder:** Rearrange modules on a page.

Add Rich Text

1. Click the **Add a Module** option.
2. Choose **Rich Text** under the **Basic** section of the menu. Then click **Add this Module**.
3. **INSERT FILE:** To link to a document or a PDF file, click the **Insert File** button. **Browse** for file, then **Insert** and **Save**. *(Use this option to create a linked text on your page, see below.)*
4. **INSERT MEDIA:** To insert an image, audio, video or PDF, click the **Insert Media** button. **Browse** for file, then **Insert** and **Save**. *(Use this option to embed a PDF document on your page, see below.)*

***Note: Insert Media in Rich Text module has the same effect as using the Image/Video/Audio module.**

Portfolio

Educational
Professional
Personal

Insert file

Illustration 1. Using the **Insert File button** to insert a PDF file below:
[text.pdf](#)

Illustration 2. Using the **Insert Media button** to insert a PDF file below:

Insert media (e.g. embed a PDF)

Working in teams over three years, about 170 students in Gretchen Coffman's Ecology and Human Impacts course have restored four test plots of native plants. The students continue to regularly measure the plants' survivorship, growth, and health based on whether they were planted in the existing soil (the control group), or soil containing one of several mixtures—such as organic compost, organic commercial fertilizer, organic phosphorous, or organic nitrogen.

"What shocked us was that the control group performed best," said Justin Bauer '11, an environmental science graduate. "There was no fertilizer required, and, quite literally, all we needed to do was stick the plants in the ground and they did just fine."

The experiments' results demonstrate that, despite decades of alteration, Lone Mountain's soil is still conducive to sustaining the species it once did, Coffman, assistant professor of environmental science/management, said. Up until the early 19th Century, Lone Mountain was a large swath of natural sand dunes and dune scrub vegetation. At that time, the top was bulldozed and Lone Mountain was radically altered to make way for several cemeteries and, later, the San Francisco Lone Mountain College for Women.

[Show Comments \(0\) and Tags](#)

Edit module content

1. Click the **Edit** tab to change existing content. Click **Save** after every change.

Add A Module

View Text **Edit** **Publish** **Delete** **Drag to reorder**

This module was last edited on May 02, 2016 at 12:29 PM

Save

This is a test on this page.

more...

To insert link to another website



1. Highlight the text, and choose the **Insert/Edit** icon > enter **URL**.
2. **Target:** choose '**Open link in a new window**', and click **Insert**.

To insert email link



1. Highlight the text, and choose the **Insert/Edit** icon > enter <mailto:xxx@usfca.edu>. Then, click **Insert**.

To link to a file

1. Highlight the text, and choose the **Insert File** icon.
2. Browse for file and click **Insert**.

Add Image/Video/Audio from computer

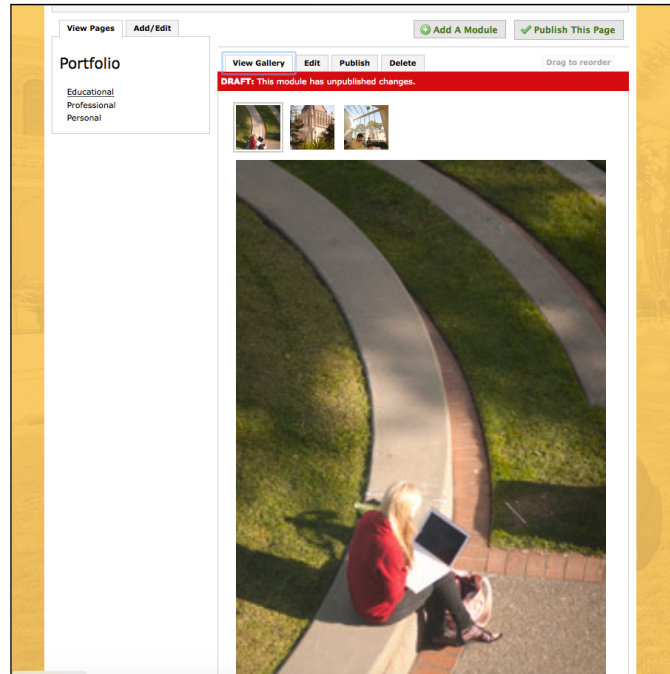
1. Click the **Add a Module** option.
2. Choose **Image, Video Audio** under the **Basic** section of the menu. Then click **Add this Module**.
3. Click on the **Replace This Media** option.
4. Click **Choose a File**, browse for the image/video/audio you like.
5. Click **Ok**.

Add Media from the Web

1. Click the **Video from Web** tab.
2. From the **Embed Source** drop-down list, select the Web service from which to upload the video content.
3. In the **Embed** field, enter the **URL** (web address) or **embed code** of the video file.
4. Click the **Done** button at the bottom of the screen to add the video to the module.

Add a Gallery (You need to select multiple photos to create a gallery)

1. Choose the **Gallery** module, and then click **Add This Module**.
2. Click **Add Media**, and choose multiple files to upload. (Crop all your images before you upload.) Click **Done** after you are finished.
3. Click **View Gallery** to preview.



Add Social Media Elements e.g. Twitter

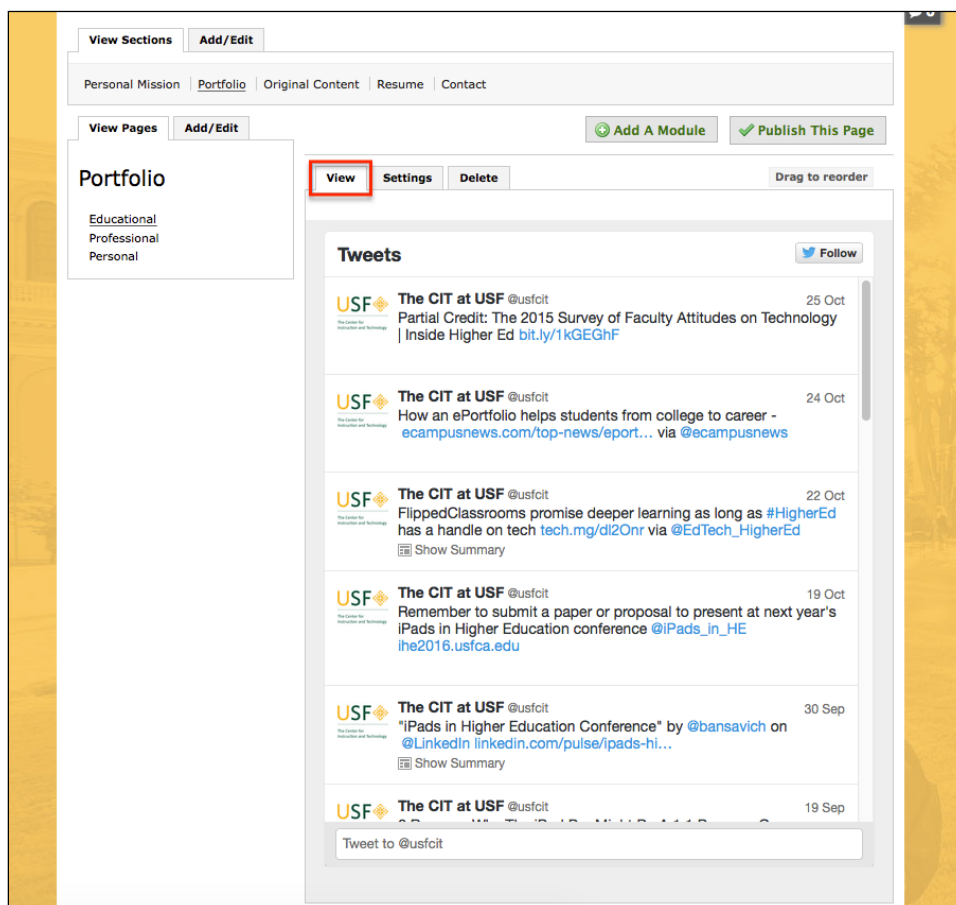
1. Choose the **Social** module, and then click **Add This Module**.
2. Click **Add Media**, and choose files to upload. Click **Done**.

+ Add A Module
✔ Publish This Page

View
Settings
Delete
Drag to reorder

Username:

✔ Save



To add Contact Form:

1. Choose the **Contact Form** module, and then click **Add This Module**.
2. Simply click **Save**.

Reorder Modules

1. Use the **Drag to reorder** tab and drag up-and-down to the desired place on the page.

Delete Modules

1. Click the **Delete** tab on top of the module you wish to delete.
2. Check the box next to **“Yes, permanently delete this module.”**
3. Click **Delete** button.

III. Drafts, Preview and Publish

Whether you choose to add media from your computer or from the web, your media is first saved within the **Image/Video** module as a draft. A draft is visible by any Administrators, Publishers, and Editors of your portfolio. Drafts are not visible by viewers of your portfolio. Modules saved as drafts have the word **DRAFT** in red. To make the media visible to views of your portfolio you must publish the module.

Publishing Modules

To view information on changes to your module before you publish them, click the **Publish** tab. This tab lists any unpublished changes with information on when and by whom the module was created, last edited, and, if applicable, last published. To make the changes visible to viewers of your portfolio, click the **Publish Changes** button. A confirmation screen confirms that the publication succeeded.

View Text Edit **Publish** Delete Drag to reorder

DRAFT: This module has unpublished changes.

This module was last edited on Nov 09, 2015 02:46:38 PM

Save

This is a Rich Text module.
You can use the editor above to add text, format text, add images and video here.

After you are done, you can click **SAVE** and save this as a draft or click **Publish This Page** to publish immediately.

If you don't want to publish this **Rich Text** module yet, **DO NOT** click the **Publish** tab on top of this module. Just click **SAVE**.

View Text Edit **Publish** Delete Drag to reorder

DRAFT: This module has unpublished changes.

You have unpublished changes.

When you are done editing this module, publish your changes to make them available to your viewers.

This module was created on **Nov 10, 2015 at 04:02 PM PST** by [Eileen Lai](#)

This draft was last edited on **Nov 10, 2015 at 04:36 PM PST** by [Eileen Lai](#)

Changes were last published on **Nov 10, 2015 at 04:15 PM PST** by [Eileen Lai](#)

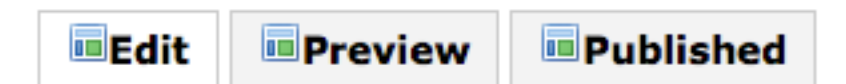
Publish Changes **Revert Changes**

If you have added multiple modules on one page, you need to make sure you that you publish all the modules. Click **Publish This Page** to publish the entire page all at once.

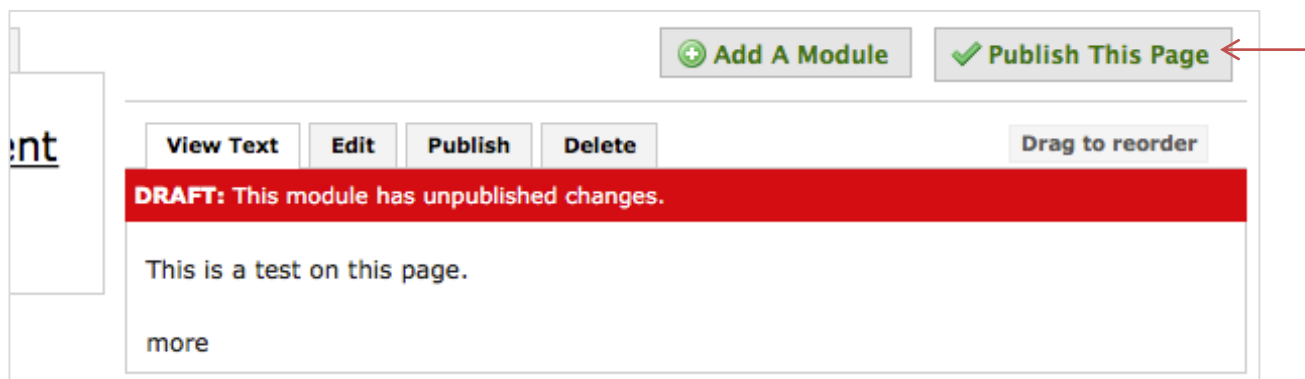
The screenshot shows a user interface for managing content. At the top, there are two buttons: 'Add A Module' and 'Publish This Page'. The 'Publish This Page' button is highlighted with a red rectangular box. Below these buttons is a navigation bar with tabs for 'View Media', 'Edit', 'Settings', 'Publish', and 'Delete', along with a 'Drag to reorder' option. The main content area displays a 'Dropbox' interface with a list of files and folders. At the bottom of the interface, there is a green notification banner with the text: 'Your changes have been published. Click on the "Published View" tab at the top to see your page as your viewers will see it.'

Preview and Publish

You can choose to preview your work before you publish. Simply click the **Preview** tab. You should see in red that it's still a **Draft**.



To publish, click the **Publish This Page** button and click **Publish All Changes**.



Conversation

As the administrator for your e-portfolio, you can allow other viewers to discuss and collaborate content on any page of your portfolio for feedback, support and ideas sharing.

First, the administrator needs to **Enable Comments** for Conversations to occur.

Click the **Portfolio Tools** on the top right of your screen > choose **Settings**. Under **Conversations** > choose **Yes, Enable Conversations**, and **Save**.

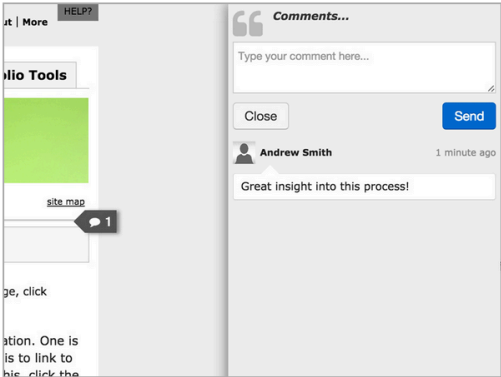
Conversations

Allow viewers to engage in meaningful conversations by highlighting portions of your ePortfolio

- Highlight portions of text and start a conversation.
- Conversations are private to users.

Yes, Enable Conversations

Save
Cancel

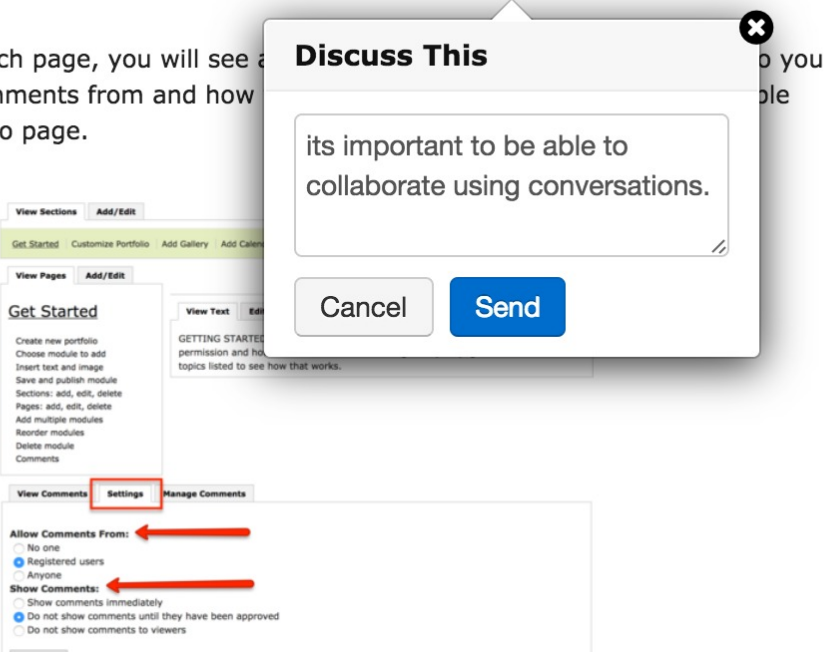


How do viewers start a conversation?

Select a portion of text and a **Discuss This** popup will appear. Type your comment and click **Send**. (Please note: Comments will need to be enabled for the e-Portfolio you are commenting on for Conversations to occur.)

You can allow other users to leave a comment on your page for feedback, support and ideas sharing.

At the bottom of each page, you will see a **Discuss This** popup. You can choose who you want to receive comments from and how long you want comments to be visible within the e-portfolio page.



As the administrator, you will see a **blue marker** next to the highlighted text. Click the **blue marker** to expand and read comments. Clicking the conversation marker will cause the whole conversation to appear to the right of the e-Portfolio's content area, where new comments in the same thread can also be added.

The screenshot shows an e-Portfolio page with a green header and a dark gray sidebar. The main content area has a blue and orange background image. A comment thread is visible on the right side of the page. A blue marker with a speech bubble icon and the number '1' is highlighted with a red box. A red arrow points from this marker to a comment box on the right side of the page. The comment box contains a comment from 'test cas' posted 2 minutes ago, stating 'its important to be able to collaborate using conversations.' The comment box also has a 'Type your comment here...' input field, a 'Close' button, and a 'Send' button.

Page Comments

The dark gray **Page Comments** button allows you to make page-level comments or to see a list of all conversations happening on a particular page. Click on the **Page Comments** button to make a comment about the full page. Mouseover the button to reveal the **Show All** toggle that turns the overview on and off. Click on any conversation in the overview to go directly to that conversation.

Comments

As the administrator for your e-portfolio, you can allow other viewers to leave a comment on any page of your portfolio for feedback, support and ideas sharing.

After you are logged in to Digication, at the bottom of each page, you will see a **Settings** tab. Click this tab to define who you want to receive comments from and how you would like to make comments viewable within the e-portfolio page.

The screenshot shows the 'Settings' tab for comments in an e-Portfolio interface. The interface includes a top navigation bar with 'View Sections' and 'Add/Edit' tabs, and a secondary bar with links like 'Get Started', 'Customize Portfolio', 'Add Gallery', 'Add Calendar', 'Add Contact Form', and 'Training Documents'. Below this, there's a 'View Pages' and 'Add/Edit' section with an 'Add A Module' button. A 'Get Started' sidebar lists tasks like 'Create new portfolio', 'Choose module to add', 'Insert text and image', 'Save and publish module', 'Sections: add, edit, delete', 'Pages: add, edit, delete', 'Add multiple modules', 'Reorder modules', 'Delete module', and 'Comments'. The main content area has 'View Text', 'Edit', 'Publish', 'Delete', and 'Drag to reorder' buttons. The 'Settings' tab is highlighted with a red box and contains the following options:

View Comments | **Settings** | **Manage Comments**

Allow Comments From:

- No one
- Registered users
- Anyone

Show Comments:

- Show comments immediately
- Do not show comments until they have been approved
- Do not show comments to viewers

Save

(Note: You can also click the **Portfolio Tools** button on top right of your screen > choose **Settings**. Under **Comments**, choose options for **Allow Comments From** and **Show Comments**.)

The screenshot shows the 'Comments' settings panel. It has a title bar 'Comments' and the following options:

Allow Comments From:

- No one
- Registered users
- Anyone

Show Comments:

- Show comments immediately
- Do not show comments until they have been approved
- Do not show comments to viewers

Apply comment settings to existing pages of this e-Portfolio

How can viewers leave comments?

Viewers can leave comments only if the administrator allows it. If comments is enabled, viewers can type their comments into the text box shown under "**Leave A Comment**" at the bottom of a page, and then click the "**Leave your comment**" button. (If you don't see the '**Leave a comment**' area, you need to click on the following link to show it.

Show Comments (0) and Tags

If the e-Portfolio has been setup to approve comments immediately, they will display at the bottom of the page right away. However, some e-Portfolio owners choose to approve comments before they can show up. Some e-Portfolio owners also choose to keep comments private.

In the case that administrators choose to moderate comments, they will receive a notification email asking them to click on a link to approve or delete the comment.

How can administrators view comments?

Log in to Digication, go to the page and choose the **View Comments** tab at the bottom of the page.

The screenshot displays the Digication interface with the **View Comments** tab selected. The interface is divided into several sections:

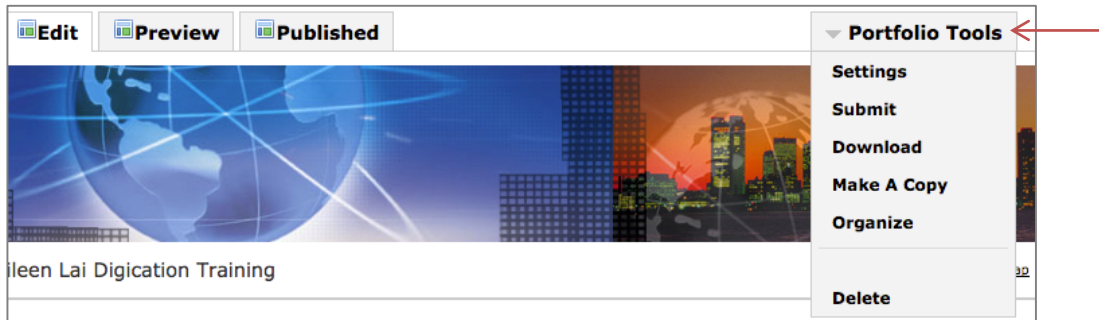
- Navigation:** Three tabs are visible at the top: **View Comments** (highlighted with a red box), **Settings**, and **Manage Comments**.
- Leave Feedback:** A section with a "Tag This Page:" label and an input field. A "Tag this page" button is located below the input field.
- Leave A Comment:** A section with a "Leave A Comment:" label and a large text area for writing. A "Leave your comment" button is at the bottom right of this section.
- Comments (1):** A section on the right side showing one comment:
 - 1. test cas**: "It is great to know so I can page (an example)." (The comment text is partially obscured by a red box).
- Tags:** A section below the comments stating "This page has no tags."
- Post Comment As:** A section at the bottom left showing "Signed In As laie" and a note: "Your comment must be approved by the portfolio owner before it will show up on the site."

How to approve or delete comments if you are logged in to Digication?

After you have logged in to Digication, go to the page and choose the **Manage Comments** tab at the bottom of the page, and then click the **Approve** or **Delete** button.

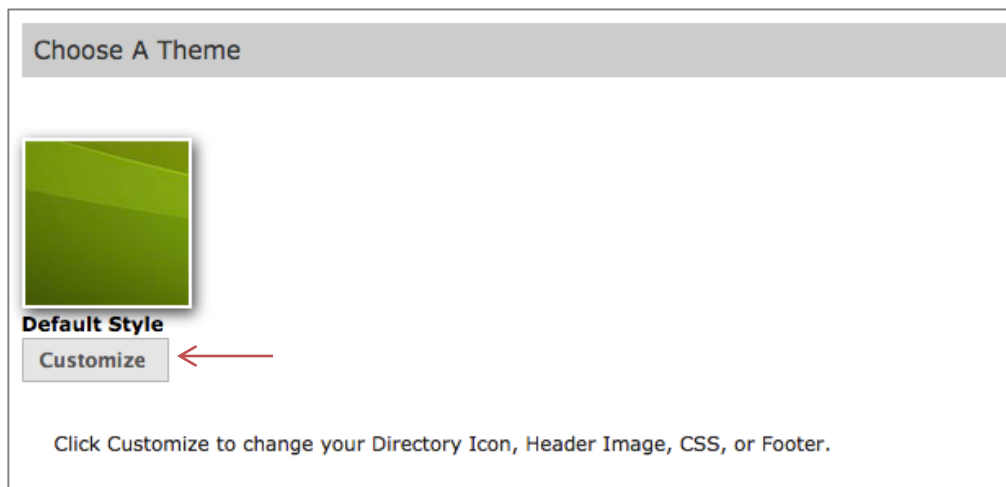
Change your Settings

1. Choose **Portfolio Tools > Settings**.
2. Here is where you can change your Title name, change template, permissions, tagging, comments, etc.
3. Make sure you click **Save** after you are finished.



Customize Directory Icon, Header Image, and Page Background

1. From Portfolio Tools, choose Settings, and then click the **Customize** button under **Choose a Theme**.
2. **Browse** and upload desired images to replace existing ones.
3. Click **Save** to save changes.



Delete your e-Portfolio

1. From **Portfolio Tools**, choose **Settings**, and then choose **Delete**.

Logout

1. Choose **Logout** from the top right before you close your browser.

Resources

Getting Help with Digication

Check the Digication support website at:

<http://support.digication.com>

For instructions on enabling Flash player in your browser:

<https://support.digication.com/hc/en-us/articles/115003299287-Enabling-Flash-for-Digication>

Resources

ETS online video:

<https://myusf.usfca.edu/its/ets/digication-new>

Download Training Document:

<https://myusf.usfca.edu/its/ets/training-docs>